



**Iowa  
Adult Literacy  
State Staff Development  
Guidelines  
2006-2007**

## TABLE OF CONTENTS

Mission Statement and Overview	3
Guidelines/ Reimbursement Form	4-5
Peer Support/Orientation Visits	6-8
ABE Institute	9
State and National Conferences	10-13
Conference Presenter Sponsorship	14
Committee Officers	15
Committee Members	16-19
Key Contact Information/ 2006-2007 Staff Development Matrix	20-23

# State Staff Development 2006-2007

## Mission

To meet the professional training needs of adult literacy staff, individually and collectively, which, in turn, will directly and positively affect the delivery of services and continuous program improvement.

## Overview

- **Peer Support/Orientation Visits:** Adult literacy staff members accompany the state consultant to other community colleges to observe, learn and give feedback through prearranged visits. This includes orientation for new ABE Coordinators.
- **ABE Institute:** A two-day conference with keynote speakers and concurrent sessions for adult literacy practitioners. Iowa adult literacy personnel will present the majority of the small group sessions.
- **State and National Conferences:** Attendance and presenting at state and national conferences will be encouraged to insure a strong Iowa adult literacy program presence and support the sharing of information with other staff. Funding for a limited number of conferences is provided.
- **Conference Presenter Sponsorship:** The State Staff Development Committee encourages support of keynoters, presenters, workshops or conferences that benefit adult literacy staff. Active participation of adult literacy personnel in these events is encouraged.

## Guidelines for Approval of State Sponsored Staff Development Activities

The listed guidelines are to be followed in approval and reimbursement of state sponsored staff development activities:

1. Requests for state reimbursed activities must be submitted to Helene or John for approval 30 days prior to the activity.
2. Expenditures to be reimbursed as a result of state staff development activities must be approved by Helene or John. The form for reimbursement of the expenditures must be submitted within **15-20 business days** after the conclusion of the activity.
3. The exception to the procedure (referenced in bullet # 2) is in situations where an institution is billing against a purchase order issued by Southeastern Community College. Helene or John will authorize Southeastern Community College to issue a purchase order to cover projected staff development activities whenever possible. This procedure will be followed for all state sponsored workshops and activities such as the State ABE/Adult Literacy Summer Institute, regional workshops, statewide workshops, etc.
4. Southeastern Community College can only reimburse **institutions and not individuals**. Therefore, the institution must make prior arrangements with the individual to reimburse them for expenses incurred for approved state staff development activities (i.e. CASAS Summer Institute).
5. The state staff development project will reimburse expenses incurred by CASAS certified national and state level trainers for expenses incurred for required activities to maintain or enhance trainer certification requirements.
6. Approval of state sponsored staff development requests will be judged on a case-by-case basis depending on need, type of activity, projected costs, etc. The approved activities will be in line with the state staff development plan priority areas for any given program year.
7. Any expenses received by Southeastern Community College for reimbursement will be returned to the sender if not approved by Helene or John. The exception to this procedure will be in situations where a purchase order has been issued to cover the expenses incurred by the staff development activity.

## Adult Literacy Staff Development Activity Reimbursement Form

Activity Name:	Participant's Name:
Dates of Activity:	Participant's Address:
Location of Activity:	Participant's Telephone:
Make check payable to (if different than listed above):	Work:
Social Security Number:	Home:
<b>Reimbursement (attach receipts where applicable):</b>	
Personal Car: Miles ____X \$.34/mile*	Lodging:
Airfare:	Registration:
Meals:	Honorarium (if applicable):
Materials:	Others:
<b>TOTAL:</b>	

**Any taxes due on this compensation are your responsibility. If you are to receive an honorarium, complete a W-9 form.**

I verify that the above information is true and accurate and that I have completed the requested reporting requirements for the activity.

Participant signature: \_\_\_\_\_ Date: \_\_\_\_\_

ABE Coordinator signature: \_\_\_\_\_ Date: \_\_\_\_\_

State Consultant Approval: \_\_\_\_\_ Date: \_\_\_\_\_

FOR REIMBURSEMENT UPON COMPLETION OF ACTIVITY, PLEASE SEND TO:

Helene Grossman, Adult Literacy Consultant  
 Department of Education  
 Bureau of Community Colleges  
 Grimes State Office Building  
 Des Moines, Iowa 50319-0146  
 W: 515-281-3640 or Sharon 515-281-5251  
 F: 515-281-6544  
 E: helene.grossman@iowa.gov

\*- Mileage reimbursement rates may change periodically. Special reimbursement situations will be cleared through Helene or John.

## Peer Support/Orientation Visits

Adult literacy staff members may accompany the state consultant to other community colleges to observe, learn and give feedback through prearranged visits. The purpose is to enhance local adult literacy programming by sharing with peers. The visit may also provide orientation for new ABE Coordinators. Other ABE Coordinators will be invited to attend orientations for a review of responsibilities.

The visiting college and the host college will both benefit from the exchange. ABE Coordinators have a chance to learn new skills, develop new professional contacts, and gain knowledge through an interchange of ideas. It also offers the opportunity to interact with new student populations, observe varied administrative settings, and experience different programs, educational philosophies and services. These visits are not the same as the Annual Program Monitoring Visits as mandated in Section 224(b)(3) of the Adult Education and Family Literacy Act (AEFLA).

After the visit, participants will submit a cost reimbursement form to the state consultant for reimbursement. The reimbursement will include lodging (if needed), mileage and meals.

The community college will receive a written review from the state consultant and visiting ABE Coordinator (form provided) **within 30 days of visit**. The community college will submit an evaluation to the state consultant as well.

### Contact:

Darla Helm Southwestern Community College 1501 W. Townline St. Creston, IA 50801 W: 641-782-1497 H: 641-782-9693 F: 641-782-1334 E: dhelm@swcc.cc.ia.us	Helene Grossman Department of Education Bureau of Community Colleges Grimes State Office Building Des Moines, Iowa 50319-0146 W: 515-281-3640 or Sharon 515-281-52 F: 515-281-6544 E: helene.grossman@iowa.gov
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## Report From the Visiting ABE Coordinator

Describe activities, reactions and observations during the visit in a brief but thorough report. Please consider the following questions when preparing your report:

- What impressed you during your visit?
- What do you see to be the biggest challenges faced by the visited community college?
- What ideas do you have for improving programs, processes etc.?

Date of Visit \_\_\_\_\_ Site of Visit (Community College)\_\_\_\_\_

Report Written By:

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Name and Title

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Institutional Affiliation

Please complete the requested information and return within 30 days of the visit to:

Helene Grossman

Department of Education

Bureau of Community Colleges

Grimes State Office Building

Des Moines, Iowa 50319-0146

W: 515-281-3640

F: 515-281-6544

E: [helene.grossman@iowa.gov](mailto:helene.grossman@iowa.gov)

## Report From the Visited College

Please provide a brief but thorough feedback report regarding your recent site visit.  
Please consider the following questions when preparing your report:

- How did the visit from the state consultant and ABE Coordinator help to support your program(s)?
- How will the visit help you in future planning?
- What recommendations would you make to other community colleges as they prepare for a site visit?
- How could the site visits be more helpful or effective?

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(Name of your Community College)

Date of Visit: \_\_\_\_\_

Name and Community College of Visiting ABE Coordinator: \_\_\_\_\_

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Feedback Report Written By: \_\_\_\_\_  
(Name and Title)

Please complete the requested information and return within 30 days of the visit to:

Helene Grossman  
Department of Education  
Bureau of Community Colleges  
Grimes State Office Building  
Des Moines, Iowa 50319-0146  
W: 515-281-3640 or Sharon 515-281-5251  
F: 515-281-6544  
E: helene.grossman@iowa.gov



## **ABE/ADULT LITERACY INSTITUTE**

Iowa's adult literacy personnel are invited to participate in the ABE Institute, a unique 2-day conference held annually in July. Diverse topics are presented as concurrent sessions by Iowa adult literacy staff. In addition, keynote speakers are carefully chosen for their knowledge and experience in adult learning and education. Between sessions, participants may browse through or even borrow from among a sample of the Iowa Literacy Resource Center collection. Finally, the institute is a wonderful opportunity to share and exchange ideas with peers from across the state.

Hotel room and three meals are provided through State Staff Development funds. Dress is casual and participants should be prepared to listen, share, and learn. In addition, participants will meet new people and come away with new ideas as well as a deeper understanding of Iowa's adult literacy program.

Adult literacy personnel are encouraged to contribute to the institute. They may share knowledge and experience with peers by presenting a concurrent session and/or by becoming involved with the planning of the institute. The quality of the institute depends upon the willingness of adult literacy personnel to become involved and share talents and gifts with others around the state.

For more information contact committee members:

### **Co-chairs for 2007:**

Mona Engebretson Southeastern Community College 16876 Kingwood Estates, Middletown, IA 52655 319-392-4027 mengebretson@scc Iowa.edu	Sally Barrett Southeastern Community College 1107 Grand Ave. Keokuk, IA. 52632 319-524-2220 barrets@interl.net
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### **Other Committee Members:**

Debby Gosnell, Clinton Community College, dgosnell@eicc.edu

Sandy Supianoski , IVCCD, sandy.supianoski@iavalley.edu

Ann Waynar, Iowa Central Community College, waynar@iowacentral.com

## STATE AND NATIONAL CONFERENCES

Iowa's adult literacy program can be enriched as staff broaden their horizons and expand their vision. By attending state and national conferences and mingling with peers from other areas, staff can gain new perspectives for Iowa programs. To assist local programs in financing these trips, state funds will be made available to qualified persons. These funds are not meant as a replacement for local staff development plans, but rather as a supplement. Preferences will be given to those requesting travel in order to present at a conference.

Lists of current conferences will be circulated periodically. If a staff member wishes to attend, they are to complete the application form, and whenever possible funds will be made available. Participants are asked to apply for no more than one in-state and one out-of-state conference per year, and applications will generally be accepted on a first come, first served basis. Local staff development funding or other sources are to be utilized for any conference that promotes a particular product or program.

Information about meetings and/or conferences not on the current list that others might be interested in attending should be forwarded to the state consultant for dissemination.

Conference participants will be required to write a summary of the conference and information gained, and submit it to Helene Grossman at the State Department of Education prior to reimbursement. In addition, those who are funded to attend a conference might be asked to prepare a presentation for the ABE Institute.

For more information, contact committee members:

Joanna Bartos 22420 Ridge Road Blakesburg, IA 52536 H: 641-938-2707 W: 641-682-3069 F: 641-682-3557 E: <a href="mailto:fjbartos@msn.com">fjbartos@msn.com</a>	Terri Amaral Iowa Western Community College Adult Learning Center 300 W. Broadway, Suite 12 Council Bluffs, Iowa 51503 W: 712-325-3267 F: 712-325-3708 E: <a href="mailto:tamaral@iwcc.edu">tamaral@iwcc.edu</a>
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## **State and National Conferences Flow Chart**

- If you are interested in attending a state or national conference and would like to be considered for reimbursement through state staff development funds, please fill out a request form and attach to a conference flyer or brochure.
- Secure ABE coordinator's signature.
- ABE coordinator sends in request, with conference flyer or brochure to:  
Helene Grossman  
Department of Education  
Bureau of Community Colleges  
Grimes State Office Building  
Des Moines, Iowa 50319-0146  
W: 515-281-3640 or Sharon 515-281-5251  
F: 515-281-6544  
E: helene.grossman@iowa.gov
- Helene will consult with the committee.
- Helene will email you with approval or denial of request.
- Following the conference (no more than 2 weeks), complete your Conference Report. Include the following information in the report:
  - What was the purpose/objectives of the conference?
  - What applications in the classroom or in your position will you implement?
  - What innovations did you learn about?
  - What networking opportunities did you experience?
  - How will you learn more about the topic(s)?
- Following the conference (no more than 2 weeks), complete the ABE Staff Development Activity Reimbursement Form and forward the form, your Conference Report, your receipts and conference agenda to your ABE Coordinator for his/her signature.
- The ABE Coordinator will then forward all the documentation to Helene.
- Upon receipt of the paperwork, Helene will review the documents and forward a request to Southeastern Community College for reimbursement.
- Reimbursement will be sent to the community college that submitted the original request for payment. The participant will then be reimbursed by the community college.

(Please limit requests to one per college per conference.)

## Request for State or National Conference Participation

The Adult Basic Education Staff Development Committee provides assistance for ABE coordinators and adult literacy instructors to attend and participate in staff development opportunities in Iowa and beyond. To apply please complete the following form and return it with conference information. (Incomplete forms will be returned.)

### PART I:

NAME: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_

COMMUNITY COLLEGE: \_\_\_\_\_

CURRENT ADULT LITERACY POSITION: \_\_\_\_\_

WORK ADDRESS: \_\_\_\_\_

CITY, STATE AND ZIP: \_\_\_\_\_

TELEPHONE: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

NAME OF CONFERENCE: \_\_\_\_\_

LOCATION OF CONFERENCE: \_\_\_\_\_

DATES OF CONFERENCE: \_\_\_\_\_

HAVE YOU ATTENDED THIS CONFERENCE BEFORE? YES \_\_\_\_\_ NO \_\_\_\_\_

ARE YOU MAKING A PRESENTATION AT THIS CONFERENCE? YES \_\_\_\_\_ NO \_\_\_\_\_

ABE COORDINATOR'S SIGNATURE: \_\_\_\_\_

STATE CONSULTANT APPROVAL: \_\_\_\_\_

### Estimate of Expenses:

Mileage ( X \$.34*) For Round Trip:	
Airfare:	
Meals:	
Lodging:	
Registration & Materials Fee (excluding membership fees):	
Other:	
<b>TOTAL AMOUNT OF ASSISTANCE NEEDED</b>	

**Please see next page for additional questions.**

\*- Mileage reimbursement rates may change periodically.

**PART II:**

WHY DO YOU WISH TO ATTEND THIS CONFERENCE?

HOW WILL YOUR PARTICIPATION ENHANCE IOWA'S ADULT LITERACY PROGRAM?

Please return your completed form to:

Helene Grossman  
Department of Education  
Bureau of Community Colleges  
Grimes State Office Building  
Des Moines, Iowa 50319-0146  
W: 515-281-3640 or Sharon 515-281-5251  
F: 515-281-6544  
E: helene.grossman@iowa.gov

REQUEST GRANTED: \_\_\_\_\_ REQUEST DENIED: \_\_\_\_\_

IF DENIED, REASON:

Recipients of Staff Development grants are asked to share what they have learned. There are many ways to share what you have learned. Please indicate your choice below.

- Presenting at the ABE/Adult Literacy Institute? Yes\_\_\_No\_\_\_
- Writing a brief article for the ABE Newsletter? Yes\_\_\_No\_\_\_
- Other:\_\_\_\_\_

Please notify Helene Grossman two weeks prior to the conference date if a cancellation is to occur. If cancellation does occur and any prepaid expenses were involved, the participant or sponsoring ABE program is responsible.

**The Committee will review all expenses and has the right to refuse any expenses (s) that were not previously approved. No reimbursement of requests will be honored if sent after the third week in June.**

## CONFERENCE PRESENTER SPONSORSHIP

The State Staff Development Committee adds Iowa's adult literacy program name to a variety of Iowa conferences throughout the year, and also sponsors an adult strand when appropriate. In this effort, the committee provides support for keynoters and presenters.

If an individual would like to recommend that the committee support a particular conference and/or a speaker, please email one of the individuals listed at the bottom of this page.

Recommendation must be submitted at least three months before the event to any of the committee members listed below.

**A request must include:**

- Conference name and/or speaker name
- Dates of conference
- Location of conference
- Purpose or mission of conference
- How will support for the conference and/or speaker enhance the goals of adult literacy in Iowa?
- Amount requested and specific purpose of funding support

It is important to note that participation on the part of adult educators is not limited to these meetings. There are many conferences that provide enrichment.

If you need more information, contact your ABE Coordinator or:

Larisa Conner Southeast Community College 1500 West Agency Road West Burlington, IA 52655 W: 319.752.2731x8312 E: lconner@secc.cc.ia.us	Ruth Hansen WITCC Evening GED Coordinator 3111 S. Olive St. Sioux City, IA 51106-1083 712-276-1083 ruanhan@aol.com	Helene Grossman Iowa Department of Education Bureau of Community Colleges Grimes State Office Building Des Moines, Iowa 50319-0146 515 -281-3640 helene.grossman@iowa.gov
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## State Staff Development Officers for 2006-2007

<b>Chair</b>	Barb Grandstaff Iowa Lakes Community College 3200 College Drive Emmetsburg, Iowa 50536 W: 712-852-5226 H: 712-852-2152 E: Bgrandstaff@iowalakes.edu
<b>Vice-Chair</b>	Barb Rolston Northwest Iowa Community College 603 W Park Street Sheldon, IA 51201 H: 712-324-3191 E: brolston@netllc.net
<b>Secretary</b>	Barb Oakland Northeast Iowa Community College 700 Main Street Dubuque, IA 52001 W: 888-642-2338 ext 104 F: 563-557-8353 E: oaklandb@nicc.edu

## STATE STAFF DEVELOPMENT COMMITTEE

<b>Area I</b>	
<p>Janet Leifeld Northeast Iowa Community College Box 400 Calmar, Iowa 52132 P: 563-562-3263, X 258 or 800 -728-2256 F: 563-562-4361 E: leifeldj@nicc.edu</p>	<p>Barb Oakland Northeast Iowa Community College 700 Main Street Dubuque, IA 52001 W: 888-642-2338 ext 104 F: 563-557-8353 E: oaklandb@nicc.edu</p>
<b>Area II</b>	
<p>Suzanne McKee North Iowa Area Community College 500 College Drive Mason City, Iowa 50401 W: 641-422-4341 H: 641-423-1762 F: 641-423-1711 E: McKeeSuz@niacc.edu</p>	<p>Lisa Vance North Iowa Area Community College 500 College Drive Mason City, Iowa 50401 W: 641-422-4296 H: 641-423-1762 F: 641-423-1711 E: vanceli@niacc.edu</p>
<b>Area III</b>	
<p>Barb Grandstaff Iowa Lakes Community College 3200 College Drive Emmetsburg, Iowa 50536 W: 712-852-5226 H: 712-852-2152 E: Bgrandstaff@iowalakes.edu</p>	
<b>Area IV</b>	
<p>Barb Rolston Northwest Iowa Community College 603 W Park Street Sheldon, IA 51201 H: 712-324-3191 E: brolston@netllc.net</p>	
<b>Area V</b>	
<p>Ann Waynar Iowa Central Community College 330 Avenue M Fort Dodge, IA 50501 W: 515-576-0099, #2319 F: 515-576-5656 E: waynar@triton.iccc.cc.ia.us</p>	



<b>Area VI</b>	
<p>Sandy Supianoski Iowa Valley Comm. College District 3702 S. Center Marshalltown, Iowa 50158 W: 641-752-4645, #344 F: 641-752-1692 800-284-4823 E: sandy.supianoski@iavalley.edu</p>	<p>Laura Schinnow Iowa Valley Comm. College District 3702 S. Center Marshalltown, Iowa 50158 W: 641-752-4645 F: 641-752-1692 800-284-4823 schinnow@iavalley.edu</p>
<b>Area VII</b>	
<p>Sheila Rasmussen Hawkeye Comm. College 844 W. 4th Street Waterloo, Iowa 50704 W: E:</p>	
<b>Area IX</b>	
<p>Debby Gosnell Clinton Community College 1000 Lincoln Boulevard Clinton, IA 52732-8299 W: 563-244-7187 Fax: 563-244-1107 E: Dgosnell@eicc.edu</p>	
<b>Area X</b>	
<p>Marianne Wanerus Kirkwood Community College Lincoln Learning Center 912 18 Avenue SW Cedar Rapids, Iowa 52404 W: 319-366-0142 E: Marianne.wanerus@Kirkwood.edu</p>	<p>Christine Thompson Kirkwood Community College Kirkwood Learning Center 1810 Lower Muscatine Iowa City, Iowa 52240 W: 319-882-3652 E: christine.thompson@kirkwood.edu</p>
<b>Area XI</b>	
<p>Heather Knute Des Moines Area Community College Bldg 19, Room 2 2006 S Ankeny Blvd Ankeny, IA 50021 W: 515-965-6863 H: 515-965-7061 E: @dmacc.edu</p>	<p>Nancy Coursen Des Moines Area Community College Bldg 19, Room 2 2006 S Ankeny Blvd Ankeny, IA 50021 W: 515-965-7098 H: 515-965-7061 E: nacoursen@dmacc.edu</p>

<b>Area XII</b>	
Ruth Hansen Western Iowa Tech. Comm. College 3111 S. Olive St. Sioux City, IA 51106-4232 H: 712-276-1083 E: Ruanhan@aol.com	Linda McKinney Western Iowa Tech. Comm. College 4200 Country Club Blvd. Sioux City, Iowa 51104-9801 W: 712-258-5137 H: 712-239-8031 E: mclindale@aol.com
<b>Area XIII</b>	
Terri Amaral Iowa Western Community College Adult Learning Center 300 W. Broadway, Suite 12 Council Bluffs, Iowa 51503 W: 712-325-3267 F: 712-325-3708 E: tamaral@iwcc.edu	Pam Southworth Iowa Western Community College 2700 College Road Council Bluffs, Iowa 51503 W: 712-325-3441 F: 712-325-3721 E: psouthwort@iwcc.edu
<b>Area XIV</b>	
Darla Helm Southwestern Community College 1501 W. Townline St. Creston, IA 50801 W: 641-782-1497 H: 641-782-9693 F: 641-782-1334 E: dhelm@swcc.cc.ia.us	Barb Stephens Southwestern Community College 1501 W. Townline Street Creston, IA 50801 W: 641-782-1417 H: 641-734-5430 F: 641-782-1334 E: stephens@swcc.cc.ia.us
<b>Area XV</b>	
Raeann Wyngarden Indian Hills Community College 603 Indian Hills Dr., Bldg. 15 Ottumwa, IA 52501 W: 641-683-5186 F: 641-683-5263 E: rwyngard@ihcc.cc.ia.us	Joanna Bartos 22420 Ridge Rd. Blakesburg, Iowa 52536 W: 641-682-3069 H: 641-938-2707 F: 641-682-3557 E: jfbartos@msn.com
<b>Area XVI</b>	
Jennifer Crull Southeastern Community College 127 N. Main Street Mt. Pleasant, IA 52641 W: 319-385-8012 F: 319-385-7062 E: jcrull@secc.iowa.edu	

## Key Contact Information - 2006-2007 Staff Development Matrix

<b>Iowa Literacy Resource Center</b>	
Eunice Riesberg Iowa Literacy Resource Center 415 Commercial Waterloo, IA 50701 W: 319-233-1200, 800-722-2023 F: 319-233-1964 E: riesberg@neilsa.org	
<p style="text-align: center;"><b>TOPSpro:</b></p> <p style="text-align: center;">Filling out CASAS' TOPSpro entry, update and test records according to the TOPSpro Data Dictionary; one-on-one training for TOPSpro record specialists</p>	
Barb Rolston Northwest Iowa Community College 603 W Park Street Sheldon, IA 51201 H: 712-324-3191 E: brolston@netllc.net	Others: Richard Ackerman, rackerman@casas.org Kevin Locke, klocke@casas.org Eunice Riesberg, riesberg@neilsa.org John Hartwig, john.hartwig@iowa.gov
<p style="text-align: center;"><b>NRS:</b></p> <p style="text-align: center;">National Reporting System information about federal guidelines including filling out federal tables, end of year reporting and bi-annual training for ABE Coordinators</p>	
Barb Rolston Northwest Iowa Community College 603 W Park Street Sheldon, IA 51201 H: 712-324-3191 E: brolston@netllc.net	Others: Eunice Riesberg, riesberg@neilsa.org John Hartwig, john.hartwig@iowa.gov NRS, www.air-dc.org/nrs
<p style="text-align: center;"><b>CASAS:</b> Staff development or questions, including Implementation Training</p>	
Cindy Burnside Home- 20787 Highway J5T Moravia, IA 52571 W: 641-724-9588 E: buckcreek@iowatelecom.net	Debby Gosnell Clinton Community College 1000 Lincoln Boulevard Clinton, IA 52732-8299 W: 563-244-7187 Fax: 563-244-1107 E: Dgosnell@eicc.edu
<p style="text-align: center;"><b>POWER:</b> Providing Options for the Workplace, Education and Rehabilitation,  POWER is a performance-based assessment and training system for adults who have developmental disabilities.</p>	
Cheryl Sandholm Village Northwest Unlimited 330 Village Circle Sheldon, IA 51201 W: 712-324-4873 E: cheryls@villagenorthwest.org	Other: Ginny Posey, gposey@casas.org

<p align="center"><b>ESL:</b> English as a Second Language including assessment, citizenship and methods of instruction.</p>	
<p>Larisa Conner Southeast Community College 1500 West Agency Road West Burlington, IA 52655 O. 319.752.2731x8312 E: lconner@secc.cc.ia.us</p>	<p>Other: Helene Grossman, helene.grossman@iowa.gov</p>
<p align="center"><b>Writing Skills:</b> Many teachers have had instruction in CASAS Functional Writing and are certified as Stage 2 Trainers. There are 4 Stage 3 Trainers in Iowa.</p>	
<p>Cindy Burnside Home- 20787 Highway J5T Moravia, IA 52571 W: 641-724-9588 E: buckcreek@iowatelecom.net</p>	<p>Margie Ranch DMACC H: 218 Wilson Road West Des Moines, IA 50266 W: 515-965-7112 E: meranch@mchsi.com</p>
<p>Nancy Coursen H: 2904 Sylvania Dr. West Des Moines, IA 50266 W: 515-287-8723 E: nacoursen@dmacc.edu</p>	<p>Joanna Bartos 22420 Ridge Rd. Blakesburg, Iowa 52536 W: 641-682-3069 H: 641-938-2707 F: 641-682-3557 E: jfbartos@msn.com</p>
<p align="center"><b>Content Standards:</b> Support in presenting workshops on content standards to teachers.</p>	
<p>Cindy Burnside Home- 20787 Highway J5T Moravia, IA 52571 W: 641-724-9588 E: buckcreek@iowatelecom.net</p>	<p>Barb Rolston Northwest Iowa Community College 603 W Park Street Sheldon, IA 51201 H: 712-324-3191 E: brolston@netllc.net</p>
<p>Barb Oakland Northeast Iowa Community College 700 Main Street Dubuque, IA 52001 W: 888-642-2338 ext 104 F: 563-557-8353 E: oaklandb@nicc.edu</p>	<p>Jim Harrison, jharrison@casas.org</p>
<p align="center"><b>ABE/GED Accommodations:</b></p>	

Cheryl Sandholm Village Northwest Unlimited 330 Village Circle Sheldon, IA 51201 W: 712-324-4873 E: cheryls@villagenorthwest.org	Kathy Green 2829 Tranquil Court NE Swisher, IA 52338 W: 319-588-1557 F: 319-398-2117 E: greenmeyer@msn.com
<b>Technical:</b> Barb Rolston Northwest Iowa Community College 603 W Park Street Sheldon, IA 51201 H: 712-324-3191 E: brolston@netllc.net	<b>Policy:</b> John Hartwig, john.hartwig@iowa.gov  <b>Records:</b> Sandy Jones, sandy.jones@iowa.gov
<p style="text-align: center;"><b>Business and Industry:</b></p> <p style="text-align: center;">Help with connecting with business and industry, setting up training for staff, support in using assessment in the workplace</p>	
Cindy Burnside Home- 20787 Highway J5T Moravia, IA 52571 W: 641-724-9588 E: buckcreek@iowatelecom.net	Lynn Rolfsmeier Northwest Iowa Community College 603 West Park St. Sheldon, IA 51201 W: 712-324-5061, ext. 172 E: lynnr@nwicc.edu
<p style="text-align: center;"><b>Distance Learning:</b></p> <p style="text-align: center;">Online staff development will be designed including: orientation to ABE, adult learning and methods.</p>	
Barb Rolston Northwest Iowa Community College 603 W Park Street Sheldon, IA 51201 H: 712-324-3191 E: brolston@netllc.net	Tom Westbrook Drake University School of Education 3206 University Ave. Des Moines, IA 50311 W: 515-271-3078 E: Thomas.Westbrook@drake.edu

<b>Family Literacy:</b> 14 Community Colleges have had grant funding to implement family literacy programs in cooperation with other organizations/agencies.		
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